

15-1

# DOH Vendor System: Producer/Supplier

## Objectives:

Add a Producer to the DOH Vendor System

Add a Facility to the Vendor System

Transfer a Facility

Transfer a Facility to a New Producer/Supplier

## Overview

The Producer/Supplier function within the DOH Vendor System tracks producers, suppliers, and their facilities. Certain areas within HiCAMS use information entered here. For example, a Resident Engineer may research a producer to ensure that the facility where a material was produced is approved. You can also view the Test Results for a material in Producer/Supplier.

The Producer/Supplier module provides the ability to work with both producers *and* suppliers. For convenience, the term *producer* will be used to designate both Producer and Supplier. For example, you may assume that instructions for adding a *producer* will also apply to adding a *supplier*.

### Adding a Producer

To add a producer to the system:

- Step 1:** Click **Functions** → **Producer/Supplier** → **Producer/Suppliers**.

The **Producer/Supplier Selection** window displays:

The screenshot shows a software window titled "Producer/Supplier Selection". The window contains the following elements:

- Search Fields:**
  - Producer Supplier Name: [Text Input]
  - Facility Type: [Dropdown Menu]
  - Plant ID: [Text Input]
  - Type: [Dropdown Menu]
- Options:**
  - Find P/S with no facilities
  - Facility Type Status:  Active  Expired
- Buttons:** Retrieve, Reset, OK, Cancel, New
- Table:** A table with the following headers: Producer Supplier Name, Facility Name, Facility Type, Plant Id. The table body is currently empty.

**Step 2:** Click the **New** button. The **Producer/Suppliers** window displays:

The screenshot shows the 'Producer/Suppliers' window. At the top, there are fields for 'Name', 'Type', 'Rep', 'Last', 'First', 'Title', 'Internet Site', and 'Expires' (12/31/2075). Below this is a section for 'Addresses' and 'Facilities'. The 'Addresses' section has a table with 'Address Type' and 'Main Office' listed. To the right of the table are fields for 'Address Type' (Main Office), 'Expires' (12/31/2075), 'Address', 'City', 'State', 'Zip', 'County', 'Country' (USA), 'Phone', 'Fax', 'Courier', and 'Email'. There are 'Add Address' and 'Delete Address' buttons at the bottom right of the address section. A 'Transfer Facility(s)' button is located at the bottom left.

**Step 3:** Enter the basic information about the producer in the top portion of the window.

**Step 4:** Add the addresses for the producer. You can add several different addresses for the producer. For example, you could add a billing address and a physical address.

- ◆ Click the **Add Address** button. A blank row appears in the **Address Type** column.
- ◆ Select the type of address you are adding: click the **Address Type** drop down box and choose the address. It appears in the **Address Type** column.
- ◆ Type in or select the remaining information.
- ◆ Click **File** → **Save**.

**Step 1:** Repeat to add additional addresses.

**Note:** When you click Save, the ID for the Producer or Supplier is automatically generated by the DOH Vendor System.

## Adding a Facility

A facility is where a material is produced. A producer may have several facilities, and the DOH Vendor system provides the ability to add multiple facilities

**Step 1:** If you are not in the **Facilities** tab, go to it:

- ◆ Click **Functions** → **Producer/Supplier** → **Producer/Suppliers**.
- ◆ If you are adding a *producer*, click the **Facilities** tab. This will allow you to enter all necessary information for the producer. If only adding a *facility* to the producer, simply click the **Facilities** tab:

The screenshot shows the 'Producer/Suppliers' application window. The 'Facilities' tab is active. The 'Name' section of the facility list is highlighted with a black bar, and an arrow points to it. The form fields are as follows:

- Name: Acme Concrete Products
- Type: Producer
- Rep: Last: Jones, First: Michael
- Title: (empty)
- Internet Site: (empty)
- Expires: 12/31/2075
- Facility Name: (empty)
- Former P/S: (empty)
- Division/Unit: (empty)
- Matl Insp: (empty)
- Section: (empty)
- Location: (empty)
- Address: (empty)
- City: (empty), State: North Carolina, Zip: (empty)
- County: (empty), Country: USA
- Phone: ( ) - ( ) - ( ) - ( )
- Fax: ( ) - ( ) - ( ) - ( )
- Comment: (empty)
- Plant IDs: (empty)

Buttons: Facility Types, Transfer Facility(s), Add Facility, Delete Facility.

A blank line appears in the **Name** section.

**Note:** To add multiple facilities to a Producer/Supplier, select the Add Facility button, another blank line will appear in the Name section.

**Step 2:** Enter the appropriate information for the facility.

**Step 3:** Click the **Save** icon on your toolbar to save your changes. *Until you save the information, you can remove it by clicking **Delete Facility** button.*

**Note:** Once the facility information has been saved, it cannot be deleted. Instead, the expire date must be changed.

**Step 4:** Repeat for the facilities that you want to add.

### Transferring a Facility to a New Producer/Supplier

In the event that a new producer purchases an existing producer or another producer's facility, you can transfer that facility in HiCAMS.

**Step 1:** Locate the facility to transfer to a new producer using Steps 1-3 above. The facility and current producer is displayed:

**Step 2:** Click the **Transfer Facilities** button. The **Transfer Facilities** window displays:

Facility Name	Location	Expires	Transfer
EBAA Iron, Inc. - Eastland, TX	Eastland, TX	12/31/2075	<input type="checkbox"/>

If there are multiple facilities for the current producer selected, they will appear in the list.

**Step 3:** Click the checkbox in the **Transfer** column to indicate which facility to transfer. If all facilities are being transfer, click the *Select All* checkbox at the bottom of the window.

**Step 4:** Click the **Select** button. The **Producer/Supplier Selection** window will display:

**Producer/Supplier Selection**

Producer Supplier Name:  Type:

Facility Type:  Plant ID:

Facility Type Status:  Active  Expired

Producer Supplier Name	Facility Name	Facility Type	Plant Id
3M And Mor-Lite, Inc.	3M And Mor-Lite, Inc. - Largo	Other	OT222
3M Corporation	3M Corporation - St. Paul, MN	Other	OT218
A & A Generic Producer	A & A Generic Producer	Other	OT2000
A & E Services, Inc.	A & E Services, Inc. - St. Pete	Other	OT216
A & P Fogliainc	A & P Fogliainc. - East Bruns	Other	OT215
Aalborg	Aalborg	Portland Cement	CM1
ABC Coatings Of North Carolina	ABC Coatings Of North Caroli	Rebar Coaters	RC12
ABC Coatings, Inc.	ABC Coating, Inc. - Wyoming	Rebar Coaters	RC9
ABC Compound Co., Inc.	ABC Compound Co., Inc. - At	Other	OT212
Abt, Inc. (Polydrain)	Abt, Inc. (Polydrain) - Troutm	Other	OT211
Abtco, Inc.	Abtco, Inc. - Roaring River	Other	OT210
Accelerated Systems Technology C	Accelerated Systems Technol	Other	OT204

Buttons:

**Step 5:** Use the search section at the top of the window to search by **Type, Facility Type, Plant ID** or **Name** and click the **Retrieve** button.

**Step 6:** Select appropriate Producer name and click **OK**. The **Transfer Facilities** window displays:

**Transfer Facilities**

From:  To:

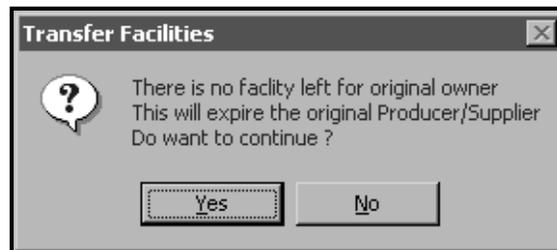
Facility Name	Location	Expires	Transfer
EBAA Iron, Inc. - Eastland, TX	Eastland, TX	12/31/2075	<input checked="" type="checkbox"/>

Buttons:    Select All

**Step 7:** Review the window to ensure producer information is correct and click **Transfer** button.

**Tip:** If producer information is incorrect, use the **Select** button to correct.

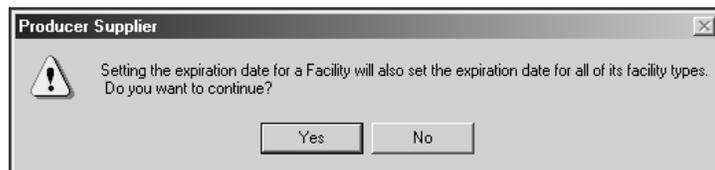
If all facilities are being transferred from the original producer, you will receive a warning message indicating the original producer will be expired:



The facility will be transferred to new producer.

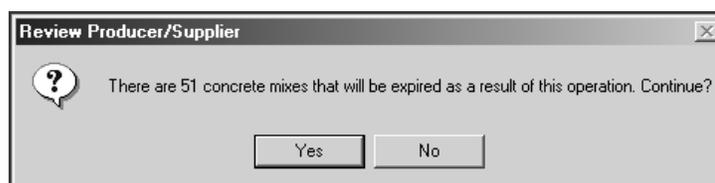
### Expiring a Producer/Supplier, Facility or Facility Type

If a Plant is being expired or the Plant's status is being changed from "Active" to "Revoked", one or more of the associated Concrete Mix Designs may also need to be reactivated. When the expiration date is manually changed to a date less than today's date, an informational message will display:



**Step 1:** If the facility types associated with the plant being expired should also be expired, click **Yes**.

**Step 2:** If the plant being expired is a Concrete Mix Producer/Supplier, the system will then check for any Concrete Mix Designs associated with the facility about to be expired. If any exist, a message will display:



**Step 3:** Confirm the request to expire all associated Concrete Mix Designs by clicking **Yes**.

**Note:** Click “No” will return the facility’s expiration date to its previous state, and the CMDs will remain active.

All CMDs associated with the facility will no longer be available for selection.

### Re-activate or “Unexpire” a Producer/Supplier or Facility

If a plant is being unexpired or the plant’s status is being changed from “Revoked” to “Active”, one or more of the associated Concrete Mix Designs may also need to be reactivated. To facilitate this, the *Unexpire Concrete Mixes* window will be displayed:

Producer/Supplier Name	Facility Name	Facility Type
Ready Mixed Concrete	Ready Mixed Concrete Co. - Hicco	RM106
<u>Concrete Mix Design</u>	<u>Expiration</u>	
1061VF30DAFRE	12/31/2002	<input type="checkbox"/> Unexpire
1061VF30DAFRM	12/31/2002	<input type="checkbox"/> Unexpire
1061VFAF222E	12/31/2002	<input type="checkbox"/> Unexpire
1061VFAF223E	12/31/2002	<input type="checkbox"/> Unexpire
1061VOAC221E	12/31/2002	<input type="checkbox"/> Unexpire
1061VOAVC221E	12/31/2002	<input type="checkbox"/> Unexpire
1062NFAAFP222E	12/31/2002	<input type="checkbox"/> Unexpire
1062NFAAFP223E	12/31/2002	<input type="checkbox"/> Unexpire
1062NFAAFP2E	12/31/2002	<input type="checkbox"/> Unexpire
1062NFAAFP2M	06/12/2001	<input type="checkbox"/> Unexpire

Buttons: Save, Cancel,  Unexpire All

The *Unexpire Concrete Mixes* window displays all of the Concrete Mix Designs associated with the Plant, along with the Status and Expiration date of each Mix.

By clicking in the individual “Unexpire” checkboxes, or clicking the “Unexpire All” checkbox, the user selects the mixes that should be unexpired along with the Plant.